

Community Supervision Standards Juvenile Justice Authority State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-02-126
	SUBJECT: DISCHARGES	PAGE: 1 of 2
REFERENCES: CFS 4016		DATE ADOPTED: 7/1/06 DATE REVIEWED:

STANDARD: Written policy, procedure and practice require that discharge of juveniles occurs in accordance with applicable statutes, policies, and procedures.

I. DISCHARGE REVIEW:

The Community Supervision Officer shall monitor the juvenile's timely completion of program conditions as applicable, which may include:

- Meeting supervision plan objectives;
- Maintaining drug/alcohol abstinence preceding discharge;
- Sanctions imposed during supervision have been satisfied;
- Positive participation in required services;
- Attendance and participation in a vocational program or school prior to discharge;
- Gainful employment prior to discharge, if not attending and participating in a vocational program or school; and
- Payment of court costs and/or restitution, or accounts forwarded for collection.

If a decision is made to recommend early discharge or transfer to another supervision program, the Community Supervision Officer shall discuss this with the supervisor and initiate the proper paperwork according to agency policy.

II. DISCHARGE PROCESS

For discharges, approval must be received from the judge who will sign a written order releasing the juvenile from the court's jurisdiction.

Once termination of court ordered custody or conditional release has been granted, CFS-4016 form must be completed and forwarded to the local SRS office within five (5) working days of receiving the court order.

CASIMS must be updated to reflect discharge status within five (5) working days of receiving the court order.

Prior to expiration of the conditional release aftercare term, the Community Supervision Officer shall notify the juvenile correctional facility. Receipt of written discharge notification from the juvenile correctional facility will follow.

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STANDARD (continued):

The Community Supervision Officer shall close case records per local Community Supervision Agency policy and procedure within thirty (30) calendar days of a juvenile's discharge from the program and/or receipt of the journal entry.

DISCUSSION: None

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.